RAMS Waitomo Caves Discovery Centre

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| Undesired Events | Causal Factors  (What could go wrong) | | | Risk management strategies  (To minimise chances of things going wrong) | | |
|  | **People** | **Equipment** | **Environment** | **People** | **Equipment** | **Environment** |
| **1**  **Damage to property/ litter/ disrespect** | Students damage the museum display or property.  Littering  Disrespect for staff | Damage to property  Littering  Stealing |  | Correct scaffolding by facilitator before students enter the museum | Take a rubbish bag for litter  Supervise students no food drink consumed in the museum |  |
| **2**  **Students getting lost/ missing the bus** | Students get lost or miss the bus home | Leave bags behind or gear |  | Count students on and off the bus. Take a roll with you  Thank the bus driver | Ensure that students have all their gear with them | Advise students of duration of their visit and departure time Meeting place and time.  Advise students about the location of the public toilet facilities |
| **3**  **Misbehaviour** | Students don’t follow instructions  Disrespect others  Smoking | Damage to property or others |  | Correct scaffolding by facilitator before students enter the museum area. | Correct scaffolding by facilitator before students enter the museum area. |  |
| **4**  **Injury** | Students hurt themselves while at the museum  Students hurt others  Students get stuck in the practice caving tunnel (horizontal) and panic | Equipment at the museum  Keep speaking claming to the student and demonstration by staff or confident student |  | Correct scaffolding by facilitator.  Students stay in museum area and not to cross the road to use playground area.  Students to take road safety precautions when crossing the road. Look for buses. | First aid kit available  Teacher to have cell phone for emergency contact | First aid kit available  Teacher to have cell phone for emergency contact |
| **5**  **Negative learning experience** | Students don’t engage in the opportunity for learning  Students don’t enjoy the outing | Forget bags or working material |  | Correct scaffolding by facilitator before the students enter the museum  Worksheets and prompted questions  Background info provided | Students required to bring stationery and writing paper |  |
| **6**  **Negative behaviour in the teaching / class venue** | Student rude and disrespectful  Late / tardy, to getting to classroom venue  Going to toilet first | Students damage property /displays |  | Count student members as the students enter the classroom.  Students to request permission before going leaving group to visit toilets  Sit in close proximity to potential disrespectful / misbehaving student/s  Remove student from lesson situation in extreme case | Students instructed to enter and be seated, request permission to use equipment. | Students instructed to stay in classroom or lawn area at entrance to the classroom.  Junior students to line up. |